

Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 232

Agency: Department of Minority Business Enterprise

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Agency Profile & Strategic Direction

Agency Mission Statement:

The mission of the Department of Minority Business Enterprise is to promote the growth and development of the Commonwealth's minority and disadvantaged business sector. As part of the Commonwealth's team, we are committed to assuring that Virginia is attractive to business leaders around the world.

Agency IT Vision Statement:

Through the successful implementation of IT strategies, VDMBE will provide its client base with direct access to government services, links to key information, and enable clients to receive answers to their questions in a more proficient manner.

Total Employees: 13

Total IT Employees: 0

Project Selection Criteria:

The agency process that determines whether a project is introduced or selected in its relevancy to key activities and critical issues is based on discussion with agency staff, Seat Management recommendations and recognized client needs and then ideas are presented to the Director for consideration/approval.

Business Case Development:

Business performance and problems that may occur will warrant an evaluation of alternative solutions. Consideration is also given to time constraints to a project and cost associated. These items are analyzed and identified to agency decision makers.

Risk Assessment Methodologies:

In order to identify and assess factors that may jeopardize the success of a project or to achieve a business goal requires input from all agency decision makers and consideration as to how these items will affect other critical agency activities.

Prioritization Schema:

Projects are prioritized for inclusion by considering annually potential improvements and potential new applications and their relevancy to our core business activities and agency IT needs.

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Core Business Activities:

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Industrial Development Services	Efforts to manage those state services and facilities providing information and services to industrial and commercial clients.

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Key Customers Associated With Each Core Business Activity :

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Industrial Development Services	Efforts to manage those state services and facilities providing information and services to industrial and commercial clients.
Key Customers			
economically disadvantaged			
minorities			
Women			

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Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Capital Access Fund for Disadvantaged Businesses	The goal of PACE is to provide important financial resources for disadvantaged businesses.
Certification of MWD/BES	VDMBE assist MWD/BES in establishing validation of their business capacity through certification with the Commonwealth of Virginia.
Marketing the Agency	Improve the visibility, customer perception, and the citizens of the Commonwealth's knowledge of the Agency's programs and services
Outreach to MWD/BES, State, Local, Federal Entities and Private Sector Businesses and Organizations	The Department seeks to identify MWD/BES for its certification program. The Department will work with state, local, federal and private entities that seek the Department's assistance with establishing an affirmative outreach program or identification of MWD/BES to provide goods or services.
Procurement Reporting and Coordination with State Agencies	The annual Procurement Report will summarize the amount of purchasing dollars state agencies spent with minority businesses. The Department is the focal point for collecting and reporting this information to the Governor, for Executive Order 029.

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Major IT Projects

Approved for Preliminary Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for inclusion in your IT Strategic Plan. A project proposal must be submitted to the CIO before the project(s) will be considered for planning approval. Procurements in support of the project(s) are not approved for submission to the VITA Project Management Division (PMD) for execution until the project has been Approved for Planning by the CIO. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for preliminary planning.

Approved for Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the Secretariat Oversight Committee and the CIO. Projects "Approved for Planning" must be formally approved for development by the Commonwealth IT Investment Board prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for planning.

Active Projects — The following project(s) are(is) scheduled to continue in the 2004-2006 Budget Biennium as an Active Project. All Active Projects must be tracked on the Commonwealth Information Technology Major Projects Dashboard and are subject to monthly review by the CIO. The CIO is authorized to assess progress of all Active Projects and recommend termination of a project to the Commonwealth IT Investment Board.

There are no major projects in the active projects category.

Collaboration Opportunity — The following project(s) is (are) designated as a Collaboration Opportunity. Your agency should consult with the other agencies listed on the corresponding collaboration report and evaluate whether collaboration between agencies on these projects is feasible. The results of your collaboration efforts and evaluation should be reported when the project is presented to the Commonwealth IT Investment Board for "Development Approval".

There are no collaboration opportunity projects.

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Major IT Procurements

Approved Major IT Procurements - The following major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved major procurements.

Disapproved Major IT Procurements - The following major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved major procurements.

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Non-major IT Projects

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<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no non-major projects approved for planning.

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Non-major IT Procurements

Approved Non-major IT Procurements - The following non-major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved non-major procurements.

Disapproved Non-major IT Procurements - The following non-major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved non-major procurements.